

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE MANUAL 36-3004

3 MAY 2019



Personnel

AVIATION BONUS (AVB) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AF/A1P

Certified by: SAF/MR
(Shon J. Manasco, EX-IV)

Supersedes: AFI36-3004, 26 July 2017

Pages: 12

This publication implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*. It provides eligibility requirements and governs the aviation bonus programs for all Air Force officers as described in Title 37 United States Code (U.S.C.), Section 334 *Special aviation incentive pay and bonus authorities for officers*. This manual applies to Regular Air Force, Air Force Reserve, and Air National Guard personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for the Air Force Aviation Bonus program. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. This manual requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code 8013, *Secretary of the Air Force* and Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*. The applicable System of Records Notice T7340, Defense Joint Military Pay System-Active Component is available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command. This manual may be supplemented at any level, but all supplements that directly implement this publication must be routed to AF/A1P for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this

publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor’s commander for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include converting this publication from an Air Force Instruction to an Air Force Manual, updating the references, and updating the hierarchy of roles in [Chapter 2](#).

Chapter 1

PROGRAM OVERVIEW

1.1. Overview. The Aviation Bonus (AvB) Program was established by the Secretary of the Air Force (SecAF) to attract and retain officers in a military aviation career by offering special and incentive pays. AvB is a strategic force-management tool tailored annually to meet Air Force requirements, improve readiness and increase the lethality of the force.

Chapter 2

ROLES AND RESPONSIBILITIES.

2.1. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). The SecAF-delegated approval authority for the Regular Air Force (RegAF) AvB program. Military Force Management Policy (AF/A1P) has overall responsibility for development and oversight of the AvB program, including waiver authority. Rated Force Policy (AF/A1PPR) is the OPR and will ensure compliance with Department of Defense Instruction (DoDI) 7730.67, *Aviation Incentive Pays and Bonus Program* and associated Air Force guidance.

2.2. Director, Air National Guard (NGB/CF). NGB/CF is the SecAF-delegated proponent for the Air National Guard (ANG) AvB program.

2.3. Chief, Air Force Reserve (AF/RE). AF/RE is the SecAF-delegated proponent for the Air Reserve Component AvB program.

2.4. Air Force Personnel Center (AFPC) (RegAF only). AFPC Commander (AFPC/CC) has overall responsibility for implementing and administering the AvB program. AFPC, Military Sustainment Operations Section (AFPC/DP2SSM) is the office of primary responsibility (OPR) and will:

2.4.1. Coordinate and monitor program developments. (T-1).

2.4.1.1. Communicate current AvB program policies and procedures to eligible AvB applicants and notify them of AvB policy changes via message and the internet. (T-1).

2.4.1.2. Maintain an accurate database of AvB program information. (T-1).

2.4.1.3. Assist Air Staff in the collection of accurate AvB program statistics. (T-1).

2.4.1.4. Provide a forum for answering questions and resolving implementation issues as they arise. (T-1).

2.4.2. Ensure accurate agreement and payment information on each participating officer is provided to the Defense Finance and Accounting Service (DFAS). (T-1).

2.4.3. Review records of participating officers as required to determine continued eligibility. (T-1).

2.4.4. Retain the capability to manually implement the program. (T-1).

2.4.5. Retain source documents until archived. (T-1).

2.5. National Guard Bureau, Directorate of Manpower, Personnel, Recruiting and Services (NGB/A1) (ANG Only).

2.5.1. NGB/A1 is the OPR for the development, implementation and policy of the ANG AvB program and shall:

2.5.1.1. Distribute guidance concerning AvB eligibility and program information to each state.

2.5.1.2. Serve as the primary point of contact for all AvB-related communication to the DFAS.

2.5.1.3. Receive, review and validate AvB agreements and requests and eligibility documents from states and units.

2.5.1.4. Receive, review and approve requests for withdrawal from the AvB program, or any action affecting AvB eligibility, payment or recoupment.

2.5.1.5. Coordinate and monitor program implementation and actions.

2.5.1.6. Forward all approved agreements to AvB coordinator for payment processing.

2.5.1.7. Clarify any eligibility questions or changes in eligibility criteria not specifically addressed.

2.6. Air Force Reserve Command (AFRC) (AFR only).

2.6.1. AFRC, Resources and Requirements (AFRC/A3R) is the OPR for the development of AvB. AFRC/A3R is responsible for analyzing inventories, retention, rated force management issues and market conditions to evaluate upcoming fiscal year (FY) eligible population. AFRC/A3R is the final authority for Active Guard Reserve (AGR) AvB agreements based upon AGR curtailment requests. **(T-1).**

2.6.2. AFRC, Military Personnel Division (AFRC/A1K) is the Office of Collateral Responsibility and will review and interpret policy guidance related to AvB. **(T-1).**

2.6.3. ARPC, Assignments Division (ARPC/DPAA) is the OPR for the implementation of AvB for the AFR.

2.6.4. ARPC/DPAA will coordinate with Directorate of Air, Space & Information Operations (AFRC/A3) to release timely messages through myPers on current FY AvB. ARPC/DPAA will serve as the primary point of contact for all AvB-related communication to DFAS, and validate all AvB agreements.

2.7. Major Command (MAJCOM) Director of Personnel (A1). Designate a MAJCOM AvB point of contact and review this Air Force Manual (AFMAN), applicable implementation guidance, and any instructions located on AFPC's AvB website (RegAF only) or MyPers (ANG and AFR). Forward AvB announcements to the field when notified by AFPC of communications regarding current AvB program policies and procedure changes.

2.8. Field Operating Agencies, Direct Reporting Unit, Joint Staffs, and Higher Headquarters. AvB applications for officers at these agencies as well as all personnel outside normal AF reporting channels are available via AFPC's AvB web page (RegAF only) or MyPers (ANG and AFR). For these personnel, the AvB supervisor remains responsible for all requirements of [paragraph 2.12](#) and countersigning the AvB agreements. Exceptions to this will be handled through AFPC/DP2SSM (RegAF), NGB/A1 (ANG), or AFRC/A1K (AFRC) on a case-by-case basis. **(T-1).**

2.9. Wing Commander, Air National Guard Readiness Center Commander (ANGRC/CC), and 1st Air Force Commander (1 AF/CC) (ANG only).

2.9.1. Utilize AvB as a force management tool and ensure that the unit has a force management plan that supports member's agreed period of service commitment. **(T-1).**

2.9.2. Appoint a primary and alternate AvB Coordinator. **(T-2).**

2.9.3. Ensure members meet eligibility requirements and sign AvB agreements. **(T-2).**

2.10. The Adjutant General (TAGs) of each state and territory and the Commanding General of the District of Columbia (ANG Only). Will manage their rated force within their respective organizations. They will monitor unit program implementation to ensure it is in line with state force management practices and plans.

2.11. Wing Commander or Equivalent (RegAF only). Ensure AvB disapprovals are in the Air Force's best interest. If the wing commander or equivalent in the applicant's chain of command does not concur with the unit commander or supervisor's disapproval recommendation, they can sign the AvB application recommending approval. **(T-1).** Otherwise, endorse the memorandum recommending disapproval and forward the package to AFPC/DP2SSM for final disposition. AFPC/CC will render a final determination. **(T-1).**

2.12. Immediate Commander and Supervisors. Immediate commanders (AFR) and AvB supervisors (RegAF and ANG) at their assigned home station (not deployed) are the rated officer's primary contact for AvB questions and will:

2.12.1. Be responsible for counseling AvB-eligible officers and recommending approval and disapproval of AvB applications. **(T-1).**

2.12.2. Review this AFMAN, applicable implementation message guidance, and any instructions located on AFPC's AvB website (RegAF only) or MyPers (ANG and AFR) before counseling eligible rated officers on the AvB program. **(T-1).** Ensure each eligible rated officer also reviews all applicable information. **(T-1).**

2.13. Aviation Bonus (AvB) Coordinator (ANG only).

2.13.1. Review this AFMAN and the applicable ANG FY implementation policy. **(T-2).**

2.13.2. Be responsible for disseminating the current FY AvB implementation policy to the unit upon release, counseling AvB-eligible officers, and ensuring all rated officers review all applicable ANG FY implementation policy. **(T-2).**

2.13.3. Serve as the unit's primary or alternate contact for all AvB-related questions. **(T-2).**

2.13.4. Manage and execute the unit's AvB program in accordance with all applicable FY implementation policy. **(T-2).**

2.13.5. Receive AvB Coordinator training, provided by ANG, Rated Management Branch (NGB/A1PF), within 90 days of appointment. **(T-2).**

2.13.6. Notify NGB/A1PF via the Case Management System (CMS) of any changes to the agreement. **(T-2).**

2.14. Host Aviation Resource Management. For any suspension, termination or disqualification from aviation service, or return to aviation service, servicing Host Aviation Resource Management office will notify the member's local financial management office for termination or resumption of AvB payments. **(T-1).**

2.15. Regular Air Force (RegAF) Rated Officers.

2.15.1. Review this AFMAN and all applicable implementation communications.

2.15.2. Check eligibility and review their agreement options. If an officer believes he or she is erroneously identified as not eligible for AvB, he or she may consult with their respective military personnel section.

2.15.3. Apply for AvB between release of component program and Close of Business on the announced close out date of the AvB program for that fiscal year. Close of Business and the program close out date will be identified in the implementation communications.

2.15.4. Ensure their records are current and accurate.

2.15.5. Ensure they still meet all eligibility requirements at the time they enter into an AvB agreement. AvB agreements are only valid when all eligibility requirements are met. In a case where personnel records are inaccurate and an AvB agreement is accepted, the validity of the agreement is determined by the correct personnel data on the effective date of the agreement. If later determined that an agreement is or was invalid, recoupment will be required.

2.16. Air National Guard (ANG) Rated Officers.

2.16.1. Review this AFMAN and the applicable ANG fiscal year implementation policy.

2.16.2. Check eligibility and review agreement options.

2.16.3. Notify AvB Coordinator of any changes in eligibility or status, to include if the member believes he or she is erroneously identified either as eligible or ineligible for the AvB. **(T-2).**

2.16.4. Release from AvB Agreement. It is the member's responsibility to notify the AvB Coordinator to initiate request for release from his or her AvB agreement. The authority to release a member from the AvB agreement resides with NGB/A1 and will only be considered in extraordinary circumstances. **(T-2).**

2.16.5. Unit Transfer. A member who transfers from an Active Guard Reserve (AGR) position to another within the ANG will be allowed to fulfill his or her remaining AvB service commitment in the new position with the concurrence of the gaining commander. Member must notify the AvB Coordinators of the losing and gaining units prior to the transfer. **(T-2).**

2.17. Air Force Reserve (AFR) Rated Officers.

2.17.1. Thoroughly read and understand current FY guidance and initiate AvB application.

2.17.2. Notify ARPC/DPAA (AGRs) or Wing Career Assistance Advisor (Air Reserve Technician) if there is a change in status. AGRs must coordinate a curtailment request with AFRC/A3 and submit the request to ARPC/DPAA. **(T-1).**

2.17.3. Annual AvB payments are made in arrears. Members must meet eligibility criteria of the FY program under which they signed up to receive payment. **(T-1).**

Chapter 3

AVIATION BONUS (AVB) PROGRAM.

3.1. AvB Entry Eligibility.

3.1.1. To be eligible to enter into an AvB agreement, a rated officer must:

3.1.1.1. Have completed, or be within one year of completing the service commitment for Undergraduate Flying Training, or previously signed an AvB contract for the aviation specialty in which the officer is currently qualified and eligible for. No other service commitments affect AvB eligibility. (T-0).

3.1.1.2. Be qualified for aviation service in accordance with (IAW) Air Force Manual (AFMAN) 11-402, *Aviation and Parachutist Service* and AFMAN 11-421, *Aviation Resource Management*. (T-1).

3.1.1.3. Be entitled to aviation incentive pay (AvIP) IAW AFMAN 11-421. (T-1).

3.1.1.4. Be in a pay grade of O-5 or below at the time of incurring the AvB contractual obligation. (T-0).

3.1.1.5. Have no less than six, and no more than 24 years of aviation service. (T-0).

3.1.1.6. Meet all other eligibility and service commitment criteria specified in current FY implementation plan for each component. (T-1).

3.1.1.7. Hold and maintain a valid security clearance for the duration of the AvB contract (minimum of SECRET). (T-0).

3.1.2. Eligibility for those rated officers returning to RegAF component under voluntary return to active duty, Inter-Service Transfer and Air Reserve Component active duty accession programs will be addressed in the annual RegAF AvB program message.

3.2. Service Commitment for AvB (RegAF Only). For RegAF officers, AFPC/DP2SSM will ensure each officer entering an AvB agreement has his or her service commitment updated based on the terms of the individual agreement (see Air Force Instruction (AFI) 36-2107, *Active Duty Service Commitments (ADSC)*). (T-0). AvB agreement lengths are established in conjunction with each FY's approved AvB program. Specific agreement and service commitment lengths will be addressed in the implementation communications and will be in accordance with DoDI 7730.67. (T-0).

3.2.1. When an officer's AvB is suspended or terminated, service commitments associated with the member's AvB agreement will not be automatically relieved or shortened. An officer whose AvB entitlement or eligibility terminates prior to the completion of the AvB service commitment may request a waiver to that AvB service commitment from the Secretary of the Air Force (SecAF), but only as part of submitting a request for separation or retirement (see AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3203, *Service Retirements*).

3.2.2. An AvB service commitment does not guarantee a participating officer will be retained. The Air Force retains authority to separate a rated officer before the expiration of an AvB service commitment, IAW AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*.

3.2.3. Rated officers twice non-selected for promotion to major or lieutenant colonel who are eligible will be considered for the AvB on a case-by-case basis. Officers twice non-selected for promotion who are offered and accept selective continuation on active duty may not voluntarily separate or retire sooner than the service commitment associated with the AvB agreement. Mandatory retirement or separation takes precedence over an AvB service commitment; however, recoupment of a pro rata portion of the AvB equal to the unserved portion of the service commitment will apply. See [paragraph 3.5.3](#) for further guidance.

3.3. Payment Schedules. AvB rates and payment schedules will be IAW the authorized AvB rates and agreement effective dates as outlined in applicable FY program implementation communications. AvB payments are taxable and subject to withholding of applicable federal and state income taxes. For Air National Guard (ANG) and Air Force Reserve (AFR) members, AvB bonus amounts will be paid in arrears and will be accomplished after completion of each annual term, upon validation that the member served in an active status with no break in service. There is no up-front payment option in the ANG or AFR AvB program, and legacy contracts with up-front payment options will be honored until expired. Payments will be based on full years and months (not days) and are subject to withholding of applicable federal and state taxes.

3.4. Approving AvB Agreements. An AvB agreement, once signed by the member and executed by the respective component IAW applicable policies, procedures, and guidance, becomes legally binding and deemed accepted by the SecAF. AvB agreements that are approved due to an administrative or records error will be terminated, the associated service commitment will be removed and AvB payments will be recouped in full.

3.5. Terminating, Suspending, or Recouping AvB.

3.5.1. AvB payments terminate if a member:

3.5.1.1. Is permanently disqualified from aviation service IAW AFMAN 11-402 and/or AFMAN 11-421.

3.5.1.2. Separates from the component for any reason including retirement, dismissal, or discharge for cause authorized under any provision of law.

3.5.1.3. Has his or her security clearance permanently revoked.

3.5.2. AvB payments are suspended if a member:

3.5.2.1. Is suspended from aviation service IAW AFMAN 11-402 and/or AFMAN 11-421. If suspension from aviation service is lifted prior to the AvB service commitment, payments will resume on a pro-rated basis with no change to the annual payment date.

3.5.2.2. Has a security clearance temporarily suspended or reduced below SECRET. If suspension of valid security clearance (minimum of SECRET) is lifted prior to the AvB service commitment, payments will resume on a pro-rated basis with no change to the annual payment date.

3.5.3. AvB payments will be recouped on a pro-rated basis as of the effective date of the separation, retirement, disqualification, or death of the member. AvB payments for members who fail to complete the required service commitment will be recouped due to any of the following circumstances:

3.5.3.1. Permanent disqualification from aviation service IAW AFMAN 11-402 and/or AFMAN 11-421.

3.5.3.2. Separation for any reason including retirement, dismissal, or discharge for cause authorized under any provision of law. This includes, but is not limited to, separation under early release programs, separation under the Palace Chase program, and separation or retirement due to Force Management actions.

3.5.3.3. Release for training in other competitive categories such as medicine or law.

3.5.3.4. Voluntary or involuntary separation due to promotion non-selection whether or not the member was offered continuation.

3.5.3.5. Disability retirements or separations unless retired or separated under 10 U.S.C. Chapter 61 (see [paragraph 3.5.4.2.](#)).

3.5.3.6. If a member dies and it is determined that the death was a result of misconduct by the member.

3.5.3.7. If a member fails to maintain a valid security clearance (minimum of SECRET).

3.5.4. Any unearned portion of the AvB will not be recouped and any unpaid portion of the AvB will be paid (lump sum) in the member's final pay for the following situations:

3.5.4.1. If a member dies through no misconduct of the member.

3.5.4.2. If a member incurs an injury or illness (through no misconduct of the member) determined to be in the line of duty while serving in a combat zone. The combat zone must be designated by the President or Secretary of Defense (or combat-related operation designated by the Secretary of Defense). The member must be separated or retired for disability under 10 U.S.C. Ch. 61. Reference 10 U.S.C. § 1413a(e) Combat-Related Disability to be eligible.

Shon J. Manasco
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-30, *Military Entitlements*, 28 April 2015

37 U.S.C. § 334, *Special aviation incentive pay and bonus authorities for officers*

AFMAN 33-363, *Management of Records*, 1 March 2008

10 U.S.C. § 8013, Secretary of the Air Force

Executive Order 13478, *Amendments to Executive Order 9397 Relating to Federal Agency Use of Social Security Numbers*

AFI 33-360, *Publications and Forms Management*, 1 December 2016

DoDI 7730.67, *Aviation Incentive Pays and Bonus Program*, 20 October 2016

AFMAN 11-402, *Aviation and Parachutist Service*, 24 January 2019

AFMAN 11-421, *Aviation Resource Management*, 12 September 2018

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 October 2018

AFI 36-3207, *Separating Commissioned Officers*, 9 July 2004

AFI 36-3203, *Service Retirements*, 18 September 2015

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

10 U.S.C. Ch 61, *Retirement or Separation for Physical Disability*

10 U.S.C. § 1413a(e), *Combat Related Disability*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AGR—Active Guard Reserve

ANG—Air National Guard

AvB—Aviation Bonus (formerly ACP)

AvIP—Aviation Incentive Pay (formerly Aviation Career Incentive Pay (ACIP))

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

FY—Fiscal Year

IAW—In Accordance With

MAJCOM—Major Command

NGB—National Guard Bureau

OPR—Office of Primary Responsibility

RegAF—Regular Air Force

SecAF—Secretary of the Air Force

Terms

AvB Agreement—The aviator's legal contract for aviation bonus (AvB) once received and approved by component approving authority.

AvB Effective Date—The date an AvB agreement begins and the date from which pay amounts are computed.

AvB Supervisor—The individual responsible for counseling AvB-eligible officers and recommending approval or disapproval of AvB applications. This is normally the unit commander. For officers assigned to a wing (wing staff, command post, etc.), but outside a squadron, the operations group commander is the AvB supervisor. For officers not in a squadron or wing (for example, MAJCOM headquarters, military schools, or joint and exchange positions), the first USAF field grade officer or USAF civilian equivalent in the officer's chain of command is the AvB supervisor.